

Sample Welcome Letter from Supervisor

[Date]

[Courtesy Title] [First Name] [Last Name], [Title]
[Street Address]
[City], [STATE] [Zip Code]

Dear [Courtesy Title] [Last Name of Addressee]:

It is my privilege to welcome you to the (division/branch). There's much to learn about your new job and our department. I am committed to making sure your career gets off to a great start and you are given every opportunity to be successful.

We will have ongoing communications to ensure you are feeling comfortable and (consider inserting some specific details about what the first day will entail—i.e. completing some paperwork, receiving a tour of the facilities, meeting with you one-on-one, etc.) I have asked (name of staff assigned as onboarding sponsor) to serve as your onboarding sponsor. I'm confident they will be an excellent ongoing resource for you.

As a new employee, there is standard paperwork to complete. We have included information within your welcome packet that we hope will help you make decisions about the choices available to you. Additionally, I will arrange for you to meet with your Human Resources Specialist to assist you with this process. Please be sure to bring two forms of identification (e.g., Driver's License, Passport, etc.) with you on your first day.

Please let me know if you have any questions. You can reach me at (telephone) or (email).

Welcome to the (division/branch)!

Sincerely,

[First Name] [Last Name], [Title]
[Division/Branch]